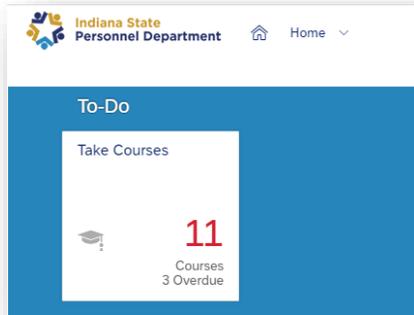




To access this course, please log into SuccessFactors (for help logging in, please see the [SuccessFactors Learning Management System User Login Guide](#)).

You can access the module from your homepage two different ways.



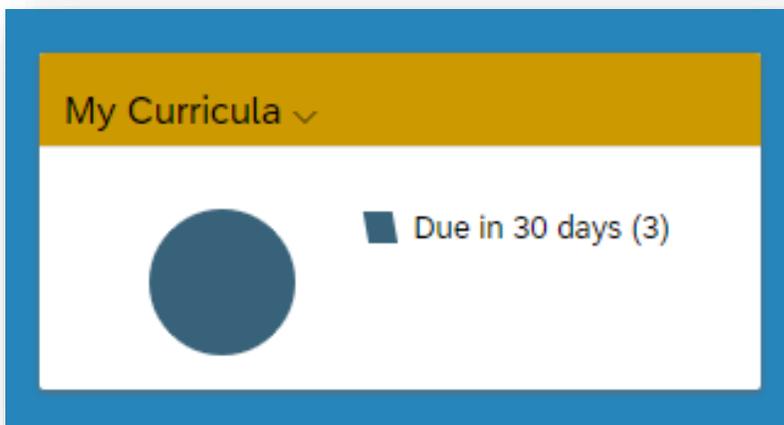
1. Select the learning **To-Do** tile from your homepage. A pop-up window will appear.

2. Navigate to the learning section of SuccessFactors by selected **Learning** from the dropdown menu at the top of the page

---OR---



3. Select the **My Curricula** tile in My Learning.



For questions about the content of this document, please contact the INSPD Learning & Development division, [spdtraining@spd.in.gov](mailto:spdtraining@spd.in.gov).



- Under **My Curricula** select **New Employee E-Orientation Part-Time Version**.

*\*note: if you have multiple items in your learning assignments or curricula, you may need to scroll down to locate the module(s).*

Curriculum Title	Status	Priority	Next Action ...
New Employee E-Orientation Full-Time Version		N/A	11/30/2020
New Employee E-Orientation Intermittent Version		N/A	11/30/2020
New Employee E-Orientation Part-Time Version		N/A	11/30/2020

- To launch the first module, select **Start Course** (if you have already launched the course, but not completed, select **Continue Course**).



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6. There are **seven modules** for completion within the New Employee E-Orientation Part-Time Version, which includes six computer-based trainings and one document.

**NOTE: New Employee Orientation Online Packet, although classified as an ELRN, is a URL that must be clicked on to launch. This module will be marked as complete upon launch. DCMT should do the same i.e. mark complete upon launch.** Each computer-based training will say “ELRN” below the course title. This helps you to know type of material each module consists of. Those that are documents for review will say “DCMT.” DCMT modules will be marked as complete upon launch.

← Back  
New Employee E-Orientation Part-Time Version ⓘ



ID: SPD\_NEO\_000002

PRIORITY N/A  
Assigned by Admin

Welcome to Indiana State Government! This course will provide you information on our state health coverage, state policies and procedures, our performance management process and much more to help you. This course was developed for new part-time employees and will cover specific information to bring a new employee onboard and to ensure they have received all information needed to start payroll and complete all required forms and training.

Incomplete

Assignments

By Suggested Order ▾

- 1



REQUIRED

**New Employee Welcome & Paperwork**  
ELRN SPD\_NEO\_000011 rev.1 11/1/2020

✔ Completed 11/23/2020
- 2



RECOMMENDED

**New Employee Orientation Online Packet**  
ELRN SPD\_NEO\_000010 rev.1 11/1/2020

START COURSE ▾
- 3



11/30/2020 | REQUIRED

**State of Indiana Acknowledgement of Standardized Policies and Employee Handbook**  
DCMT SPD\_NEO\_000020 rev.1 11/1/2020

START COURSE ▾
- 4



RECOMMENDED

**State Policies**  
ELRN SPD\_NEO\_000015 rev.1 10/28/2020

✔ Completed 11/8/2020
- 5



RECOMMENDED

**New Employee Required Online Training**  
ELRN SPD\_NEO\_000019 rev.1 11/1/2020

START COURSE ▾
- 6



RECOMMENDED

**Indiana Public Retirement System (INPRS)**  
ELRN SPD\_NEO\_000017 rev.1 10/28/2020

✔ Completed 11/8/2020
- 7



RECOMMENDED

**Hoosier S.T.A.R.T**  
ELRN SPD\_NEO\_000018 rev.1 10/28/2020

✔ Completed 11/8/2020

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